



Health and Safety Policy

1. Introduction

At First Class Education, the health, safety, and well-being of our staff, students, visitors, and all associated parties are of paramount importance. We are fully committed to providing a safe environment and complying with all relevant UK Health and Safety legislation, including the Health and Safety at Work Act 1974. This policy sets out our practices and procedures to manage risks, prevent accidents, and ensure a secure setting for our educational and enrichment activities.

2. Health and Safety Objectives

Provide a safe, secure, and healthy environment for everyone involved in our services.

Proactively identify, assess, and manage risks through regular risk assessments and reviews.

Ensure that all staff, tutors, and volunteers receive proper training on safety protocols and emergency procedures.

Maintain compliance with all UK health and safety regulations.

3. Roles and Responsibilities

Management:

Develop, implement, and review this Health and Safety Policy.

Allocate the necessary resources to maintain a safe working and learning environment.

Staff, Tutors, and Volunteers:

Adhere to all safety procedures and guidelines.

Participate in training and promptly report any hazards or incidents to the designated Health and Safety Officer.

Visitors and Students:

Follow all safety instructions and procedures when on our premises or during our sessions.

4. Risk Assessments and Control Measures

Regular risk assessments are conducted for all locations used for tutoring and educational enrichment activities.

Identified risks are documented, and appropriate control measures are implemented and reviewed regularly.

Emergency procedures, including evacuation plans and first aid arrangements, are established and communicated to all.

5. Emergency Procedures

Immediate Action: In the event of an emergency, such as a serious accident or injury, immediately dial 999.

Evacuation: Follow the established evacuation routes and procedures. All individuals should proceed calmly to the designated assembly point.

Incident Reporting: All incidents or near-misses must be reported to the Health and Safety Officer immediately so that appropriate actions can be taken.

6. First Aid and Local Accident & Emergency Services

Fully stocked first aid kits are available at each of our operational sites.

Designated staff members are trained in first aid and will provide immediate assistance if required.

Local Accident & Emergency (A&E):

In the event of a serious injury or emergency requiring hospital treatment, the nearest A&E Department is at Broomfield Hospital.

Address: New London Road, Chelmsford, Essex, CM1 1SQ

Phone: 01245 345600 (please verify the current number as it may change)

If Broomfield Hospital is not accessible, follow local emergency guidelines or call 999 for immediate assistance.

7. Fire Safety and Other Hazards

Fire alarms, extinguishers, and clearly marked evacuation routes are in place at all our facilities.

Regular fire drills are conducted to ensure that staff and students are familiar with evacuation procedures.

Any potential hazards or unsafe conditions should be reported immediately to allow for prompt remedial action.

8. Training and Communication

All staff, tutors, and volunteers receive regular health and safety training, including first aid, fire safety, and emergency response protocols.

Updates to this policy or any safety procedures will be communicated via email, staff meetings, or posted on-site.

9. Record Keeping and Continuous Improvement

Detailed records of risk assessments, training sessions, incident reports, and safety audits are maintained.

This policy is reviewed annually (or after any significant incident) to ensure its continued relevance and effectiveness.

Feedback from staff, students, and visitors is welcomed to help improve our safety practices.

10. Contact Information for Health and Safety Concerns

For any health and safety concerns, incident reports, or queries, please contact our Health and Safety Officer at:

Email: info@firstedu.co.uk please title all emails with 'Health and Safety'

Address: 60 Cherry Garden Road, Great Waltham, Essex, CM3 1DJ

Phone: 07791495298

11. Conclusion

First Class Education is committed to maintaining a safe environment and ensuring that everyone involved in our services is protected from harm. By adhering to this policy, we aim to prevent accidents, provide effective emergency responses, and continuously improve our safety standards.

Effective Date: 01/01/2025

Review Date: Annually

effect until further notice.